# BILLING/CERTIFYING OFFICIAL RESPONSIBILITES

- Immediately forward signed appointment letter to your A/OPC
- Provide guidance/oversight to cardholders
- Review & maintain cardholder statements, logs, charge slips
- Maintain all documentation for 3

# BILLING/CERTIFYING OFFICIAL RESPONSIBILITES

- Review, certify, and immediately transmit via CARE your monthly billing statement to DFAS and your A/OPC(if doing manually don't forget to date stamp immediately upon receipt)
- Notify your A/OPC of cardholder or your own upcoming departure
- Report instances of fraud, waste and abuse to proper authorities
- AVOID THE APPEARANCE OF WRONG DOING